

SUBMISSION GUIDELINES FOR AUTHORS ALARA CONFERENCE 2002

Publication Submission Deadline

All submissions must be mailed so they are received no later than **August 23, 2002**. Publications will be reviewed for applicability but it is the author's responsibility to ensure technical accuracy.

General information

Presentations should be completed in approximately 25 minutes with 5 minutes available for questions and discussion. Abstracts should be brief (no longer than 500 words). You will be notified by September 30 of your acceptance. The decision to accept or reject an abstract will be based upon inclusion of the following items.

- Purpose and title: Is the purpose clearly stated and are the issues current?
- Is the title descriptive of the paper or presentation?
- Application: Is there a direct application?
- Appropriateness of material for presentation.

Remember the focus of the workshop is education and information exchange for applied ALARA. Emphasis should, but is not required to, be on the successful application of ALARA using tools, equipment, materials and work practices to save dose, limit contamination spread, and minimize waste.

Address for Submissions:

Don Stewart

Fluor Hanford, Inc.

P.O. Box 1000 H5-26

Richland, WA 99352

-Or electronically-

Donald_N_Don_Stewart@rl.gov

Format

Submit an electronic version on a 3.5" diskette or CD. Label the disk with the title of the paper, the first author's last name and software used. Make every attempt to submit in Microsoft Word 6.0 or higher. If your presentation and/or abstract consist of mathematical equations and Greek symbols and a conversion is necessary, a thorough proof by the author will be required prior to presentation. The preferred presentation method is Microsoft PowerPoint.

All illustrations, graphics, figures, tables and photographs must be supplied electronically. Hard copy is optional and will be used for reference. Jpg files are preferred where applicable.

Computer-Generated Graphics and Photographs

Each graphic can be a separate file or embedded in a Microsoft product such as PowerPoint or MSWord. They should be labeled with the figure caption in text only.

Figures

Every figure must have a number and a caption which is complete and intelligible itself without reference to text.

Tables

Tables should be prepared in a format that is compatible with the text material and numbered separately from the illustrations.

Questions

Contact Don Stewart at (509) 373-5861 or at above email address.

Submission Checklist

Use the following checklist to ensure you have met all requirements for submission.

- ___ Abstracts are submitted in electronic form of Microsoft Word and/or presentations are in PowerPoint (3.5" disk or CD clearly labeled.)
- ___ All graphics are laser quality.
- ___ All hard copy figures, illustrations and photos are clearly labeled.
- ___ The permission to reproduce is signed and enclosed or faxed.
- ___ Your name, address, telephone number, fax number and e-mail address are enclosed with your submission so that we may contact you with questions.
- ___ Identify any special equipment you may need for your presentation. (Laptop computers, In-focus machines and Overhead projectors will be available.)

Paper Submission Form
4TH Annual ALARA Workshop, October 21-23, 2002
Richland, Washington

Name: _____

Affiliation: _____

Address: _____

City/State/Zip: _____

Phone: () _____ Fax: () _____ E-mail: _____

Title of Presentation: _____

Authors: _____

Format: _____

Equipment Required: _____

Abstract or Paper Enclosed: Y / N

ASSIGNMENT OF COPYRIGHT

Fluor Hanford Inc. will publish proceedings of the presentations made at its 2002 ALARA Workshop to be held in Richland, Washington on October 21, 22, and 23, 2002. Publication will require assignment of copyright to Fluor Hanford, Inc. so that Fluor Hanford Inc. can disseminate the written content of presentations made in the Workshop and various sessions.

Execution below will serve as evidence of assignment of _____

_____ to Fluor Hanford Inc. for purposes of publication only. Publication can be in any medium, including Internet accessible files.

By: _____

Date: _____

Printed Name and Title